

# **PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL CHECKLIST AND NARRATIVE COMMENTS**

*(For use as attachment to Performance Rating Form FD-185)*

Name of Employee \_\_\_\_\_

**Note:** Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

  +   RATE ITEMS AS FOLLOWS: (See Manual of Rules and Regulations for detailed instructions.)

  +   **Outstanding** (To warrant overall +, all rated elements must be +, and justified in writing.)

  E   **Excellent** (Overall E must be supported by E or + on majority of items, including important elements.)

  ✓   **Satisfactory**

  -   **Unsatisfactory** (If any item so rated, overall adjective rating can be no better than Satisfactory.) Any unsatisfactory item or overall Unsatisfactory rating must be supported in writing.

  O   No opportunity to appraise. In other responses, use "X."

(Use INK for Checklist - DO NOT TYPE)

**RESPOND TO EVERY ITEM**

1. Personal appearance.
2. Personality and effectiveness of his personal contacts.
3. Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability, and willingness to equitably share work load).
4. Physical fitness (including health, energy, stamina). Any physical limitations affecting performance? ☐ Yes ☐ No. Has employee used more sick leave (including annual leave or LWOP for illness) during the rating period than the amount of sick leave earned during such period? ☐ Yes ☐ No. If answer to either is yes, explain.
5. Resourcefulness, ingenuity, and initiative.
6. Forcefulness and aggressiveness as required.
7. Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.
8. Planning of work.
9. Accuracy and attention to pertinent detail.
10. Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines, unless failure to meet is attributable to causes beyond employee's control.
11. Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.
12. Performance results (rate if applicable and mark others O)        A. Internal Security;        B. Criminal or General Investigative;        C. Fugitive;        D. Applicant;        E. Accounting;        F. Other, such as Supervisor.  
Comment on type of work handled entire rating period, including performance in other divisions, and appraisal of overall work performance:

Complexity of matters handled: ☐ None ☐ Moderate ☐ Most complicated

Degree of supervision required: ☐ Above average ☐ Average ☐ Minimum ☐ None

- A. Is employee available wherever needs of service require for general assignment? ☐ Yes ☐ No Special assignment? ☐ Yes ☐ No
- B. Is employee qualified to operate a motor vehicle incidental to his official duties? ☐ Yes ☐ No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
(b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.
- C. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, Accountant, or as Resident Agent, supervisor, instructor, etc.): \_\_\_\_\_

ADJECTIVE RATING: \_\_\_\_\_

EMPLOYEE'S INITIALS \_\_\_\_\_

*(Outstanding, Excellent, Satisfactory, Unsatisfactory)*

(Checklist and Narrative Comments continued)

13. Firearms. Check One: ☐ Qualified ☐ Qualified Instructor ☐ Expert
14. Development of informants and sources of information. **Comment** on weaknesses or justify limited participation.  
During rating period developed \_\_\_\_\_ informants; \_\_\_\_\_ potential informants.
15. Reporting: (Consider conciseness, clarity, organization, thoroughness, accuracy, adequacy and pertinency of leads, and administrative detail.)  
☐ A. Reports; ☐ B. Memos, letters, wires.
16. Performance as a witness. ☐ During rating period; ☐ Based on past performance; ☐ No experience.
17. Executive evaluation (approved Supervisors, Relief Supervisors, Alternate Senior and Senior Resident Agents; underline applicable.)  
☐ A. Leadership ☐ F. Devising procedures  
☐ B. Ability to handle personnel ☐ G. Promoting high morale  
☐ C. Making decisions ☐ H. Getting results  
☐ D. Assignment of work ☐ I. Furthering equal employment opportunity  
☐ E. Training subordinates
18. Raids and dangerous assignments; ☐ A. As leader; ☐ B. As participant.
19. Miscellaneous. Specify and rate:  
\_\_\_\_\_ Dictation; \_\_\_\_\_ Applicant recruitment; \_\_\_\_\_ Other \_\_\_\_\_
20. Police Instruction: ☐ Qualified ☐ Participated ☐ Audited
21. **Foreign Language Ability:** Proficient in \_\_\_\_\_ language(s).  
Can handle typical investigative problems as follows:  
A. Conversation form \_\_\_\_\_ (language) ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Unsatisfactory  
B. Written form \_\_\_\_\_ (language) ☐ Excellent ☐ Very Good ☐ Good ☐ Fair ☐ Unsatisfactory  
Frequency \_\_\_\_\_ language ability used during rating period \_\_\_\_\_.  
Anticipated use during ensuing year \_\_\_\_\_.  
C. Completed Bureau Language School ☐ No ☐ Yes \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Specify language(s) \_\_\_\_\_.
22. **Administrative Advancement:** ☐ (Check block if not interested.)  
A. ☐ Yes ☐ No Agent is completely available for administrative advancement.  
B. ☐ Yes ☐ No Agent is considered qualified for administrative advancement, including experience, ability, personality and appearance.  
C. If answer to B is "Yes," Agent's qualifications are considered ☐ Very Good ☐ Excellent ☐ Outstanding  
**Explain** if interested but not now qualified.
23. Number of Incentive Awards \_\_\_\_\_.  
Commendations received from Director: Individual \_\_\_\_\_ Through Superior \_\_\_\_\_.  
Suggestions submitted \_\_\_\_\_.  
If none, check block ☐.
24. Disciplinary Action and Justification for any Unsatisfactory Items. ☐ None  
(List items taken into consideration on Checklist.)

EMPLOYEE'S INITIALS \_\_\_\_\_